

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457-1543

M E M O R A N D U M

TO: Child and Adult Care Food Program (CACFP) Day Care Home Sponsors

FROM: Maureen Staggenborg, Director
Child Nutrition Programs

DATE: June 29, 2005

SUBJECT: **Operational Memorandum #16H-05**
CACFP Income Eligibility Application Attachments

1. Letters to Parents/Providers for 2005-2006
2. Verification Attachment

1. The sample ***Letters to Parents/Providers*** containing the 2005-2006 income guidelines for reduced price meals are enclosed. The letters must be distributed to parents/households with the appropriate income eligibility application. The two-page format allows the form to be used from year to year with only the reduced income guidelines updated annually. *The second page with the current income guidelines is attached to be sent with these letters since it was omitted from the previous transmittal of the Letters to Parents/Providers on June 28, 2005.*
2. Information on acceptable verification documentation is enclosed to be used as an attachment to the provider letter that is sent with provider applications for Tier I Income Eligibility.

If there are questions regarding the issues addressed in this memorandum, contact Maureen Staggenborg at 860-807-2070 or Susan Bohuslaw at 860-807-2073.

Encl.
K/CNPmemos/2005/CACFP/Homes2005/OM#16H-05(6-29-05) Income Eligibility Application Attachments.doc